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*Discussed w/ DOS
not used*

18 MAY 1972

MEMORANDUM FOR: Mr. Coffey via Mr. Wattles [REDACTED]

25X1A

SUBJECT : Archives, History, and Records

1. I have prepared for your approval and signature two alternative responses to Mr. Colby's 9 May revised memorandum on archives, history, and records. In neither did I include further comment on matters upon which we have commented previously.

2. Proposed response A is tailored to the CIA Records Administration Officer, and RAB, remaining responsive to you through Chief, Support Services Staff. The alternative proposed response B would have the CIA Records Administration Officer report to the Executive Director-Comptroller. Mr. Wattles and I have discussed this and he favors the concept of retaining the records management function in the Support Directorate, with the reconstituted Agency Records Management Board providing new stimulus and clout to the Records Program.

3. I developed the B response with the understanding that Mr. Colby proposes to have the CIA Records Administration Officer report directly to him. I have assumed that the slot as well as the function would be transferred from SSS to the Executive Director-Comptroller for this purpose. If this assumption is correct, it raises several problems:

a. It is not clear to me whether the Records Management Board Secretariat is a new element attached to assist the Chairman, whether the secretariat members are part time or full time in that role, whether they are appointees from the directorates (e.g., directorate senior records officers), or whether the secretariat is made up of some or all of the present staff of the Records Administration Branch -- either in a part time or a full time mode. The professionalism of the direct assistance which the Agency Records Administration Officer can expect from his staff, if any, has a bearing on who would be the right person for the job -- and how effective he will be. If the new Agency Records Administration Officer is to function as Mr. Colby describes, including the CIA classification/declassification responsibility, he should be a supergrade.

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b. The present Agency Records Administration Officer, [REDACTED] is not the right person for the job, even if he were not scheduled to move to OTR. [REDACTED] is scheduled to replace [REDACTED] in late September 1972, even if he were experienced in the Records job, is not sufficiently senior (he is a GS-14) to chair the rejuvenated Records Management Board. (I believe [REDACTED] has the qualifications to be effective in the CIA Records Administration Officer job as presently defined, and to head the present Records Administration Branch.)

c. If the CIA Records Administration Officer is assigned to the Executive Director-Comptroller and the balance of the Records Administration Branch remains in DDS/SSS, the command relationship of the Agency Records Officer to the Branch should be clarified.

d. I am not certain that I understand the meaning of "The Deputy Director for Support will provide general support for the Agency Records Management Program,..." Over and above Records Center activity, I would assume that the extent of this would be a function of what happens to the Records Administration Branch. I feel that you may wish to explore this further with Mr. Colby.

4. I feel that the CIA Records Administration Officer and the Records Administration Branch should remain joined, regardless of to whom the former is reporting. I also feel that the effectiveness of the Agency Records Officer would be enhanced if he were on the staff of the Executive Director. I must defer to you and Mr. Wattles as to whether the enhancement is of a magnitude to justify the loss of that management function from the Support Directorate.

[REDACTED]
Acting Chief, Support Services Staff

Attachment:
Alternative A
Alternative B
References

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